

**Boca Raton Airport Authority
Meeting Minutes
September 21, 2016
Boca Raton City Hall – Council Chambers**

Chair Gene Folden called the meeting to order at 6:00 P.M.

BOARD MEMBERS

Gene Folden	Chair
Mitchell Fogel	Secretary/Treasurer - ABSENT
Cheryl Budd	Board Member
William Helwig	Board Member
David Milledge	Board Member
Melvin Pollock	Board Member

COUNSEL

Dawn Meyers, Esquire – Berger Singerman

STAFF

Clara Bennett, Executive Director
Scott Kohut, Operations Manager
Christine Landers, Business Manager
Robert Abbott, Operations Coordinator

The meeting was televised live and videotaped for broadcast at a later date. The meeting was also streamed live to the Boca Raton Airport Authority Website, www.bocaaairport.com and aired on the radio at 1650 AM.

Prior to the meeting start, the Board recognized and thanked Bill Schwartz for his years of service on the Boca Raton Airport Authority Board.

APPROVAL OF MINUTES

A MOTION to approve the minutes of the July 19, 2016 Board Workshop was made by Mr. Helwig and seconded by Mr. Pollack. The Motion was carried unanimously.

A MOTION to approve the minutes of the August 17, 2016 Regular Meeting was made by Ms. Budd and seconded by Mr. Milledge. The Motion was carried unanimously.

A MOTION to approve the minutes of the September 14, 2016 Emergency Meeting was made by Mr. Milledge and seconded by Mr. Pollack. The Motion carried unanimously.

AGENDA CHANGES

There were no Agenda Changes.

CONSENT AGENDA

There were no items on the Consent Agenda.

FEDERAL, STATE AND MUNICIPAL INPUT

There was no Federal, State or Municipal input.

PUBLIC REQUESTS

Mr. Jim Costa spoke regarding his concerns with the staffing in the Tower.

FINANCIAL REPORT

- A. Ms. Bennett presented the Financial Report for August 2016.

A MOTION to approve the Financial Report for August 2016 was made by Mr. Milledge and seconded by Mr. Pollack. The Motion carried unanimously.

TENANT REPORTS AND REQUESTS

- A. Mr. Kohut presented background information on a request from Apex Parks Group, LLC d/b/a Boomers! to release Festival Fun Parks, LLC from certain conditions as expressed in Resolution No. 04-17-14 and Resolution No. 05-21-14.

A MOTION to approve Resolution No. 09-23-16 of the Boca Raton Airport Authority releasing Festival Fun Parks, LLC from certain conditions as expressed in Resolution No. 04-17-14 and 05-21-14 was made by Ms. Budd and seconded by Mr. Pollack. The Motion was carried unanimously.

- B. Ms. Meyers presented details of a request from Boca Aircraft Owners, Inc. to amend their Lease and Operating Agreement with the Boca Raton Airport Authority.

A MOTION to approve Resolution No. 09-24-16 of the Boca Raton Airport Authority further amending the Lease and Operating Agreement with Boca Aircraft Owners, Inc. was made by Ms. Budd and seconded by Mr. Pollack. The Motion was carried unanimously.

- C. Mr. Kohut presented a request from Atlantic Aviation and Sky One Holdings, LLC d/b/a Privaira to hold a special event in November on their leasehold premises.

A MOTION to approve Resolution No. 09-25-16 of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, LLC, d/b/a Privaira, to be held in November 2016 was made by Mr. Pollack and seconded by Mr. Milledge. The Motion was carried unanimously.

- D. Mr. Kohut presented a request from Atlantic Aviation and Sky One Holdings, LLC d/b/a Privaira to hold a special event on January 26, 2017 on their leasehold premises.

A MOTION to approve Resolution No. 09-26-16 of the Boca Raton Airport Authority conditionally approving Atlantic Aviation's request to host a Special Event on their leasehold premises for Sky One Holdings, LLC, d/b/a Privaira, to be held on January 26, 2016 was made by Mr. Helwig and seconded by Ms. Budd. The Motion carried unanimously.

- E. Mr. Kohut presented a request from Premier Aviation of Boca Raton, LLC – Boca Aircraft Maintenance for final approval for Exterior Building Signage.

A MOTION to approve Resolution No. 09-27-16 of the Boca Raton Airport Authority authorizing Premier Aviation of Boca Raton, LLC's new permanent, exterior signage for Boca Aircraft Maintenance, LLC was made by Mr. Pollack and seconded by Mr. Helwig. The Motion carried unanimously.

EXECUTIVE DIRECTOR AND STAFF REPORTS

- A. Mr. Folden reported that the Noise Abatement/Operations Summary for the month of August was included in the Agenda packet.
- B. Mr. Kohut requested approval of the Joint Participation Agreement for Financial Project No. 433160-1-94-01 with the State of Florida Department of Transportation for Building 3700 Assessment at the Boca Raton Airport.

A MOTION to approve Resolution No. 09-28-16 of the Boca Raton Airport Authority approving the Joint Participation Agreement (JPA) for Financial Project No. 433160-1-94-01 with the State of Florida Department of Transportation for Building 3700 Assessment at the Boca Raton Airport was made by Ms. Budd and seconded by Mr. Milledge. The Motion carried unanimously.

- C. Mr. Kohut requested approval of Joint Participation Agreement (JPA) for Financial Project No. 437979-1-28-01 with the State of Florida Department of Transportation for Safety Management Systems (SMS) Gap Analysis at the Boca Raton Airport.

A MOTION to approve Resolution No. 09-29-16 of the Boca Raton Airport Authority approving the Joint Participation Agreement (JPA) for Financial Project No. 437979-1-28-01 with the State of Florida Department of Transportation for Safety Management Systems (SMS) Gap Analysis at the Boca Raton Airport was made by Mr. Helwig and seconded by Ms. Budd. The Motion carried unanimously.

- D. Mr. Kohut requested approval of the Supplemental Joint Participation Agreement for Financial Project No. 436515-4-94-01 with the State of Florida Department of Transportation for RWY 5-23 Engineered Material Arresting System (EMAS) of the Boca Raton Airport.

A MOTION to approve Resolution No. 09-30-16 of the Boca Raton Airport Authority approving the Supplemental Joint Participation Agreement (SJPA) for Financial Project No. 436515-4-94-01 with the State of Florida Department of Transportation for RWY 5-23 Engineered Material Arresting System (EMAS) at the Boca Raton Airport was made by Mr. Pollack and seconded by Mr. Helwig. The Motion carried unanimously.

- E. Ms. Bennett requested approval for the advertisement of Request for Qualifications No. 2016-BRAA-001 for Airport Legal Services.

A MOTION to approve Resolution No. 09-31-16 of the Boca Raton Airport Authority approving and authorizing the advertisement of Request for Qualification No. 2016-BRAA-001 for Airport Legal Services was made by Ms. Budd and seconded by Mr. Pollack. The Motion carried unanimously.

AUTHORITY MEMBERS REQUESTS AND REPORTS

Mr. Milledge asked for an update on the concerns expressed by Reliable Jet at the August meeting. Ms. Bennett provided an update.

Mr. Milledge asked for a status report on the Tower. Ms. Bennett provided an update. Mr. Milledge requested regular updates regarding the Tower and asked for clarification on the Federal Contract Tower program requirements. Ms. Bennett advised the contact is between the FAA and RVA and provided an update on her communications with FAA and RVA regarding the status of staffing.

Several Board Members requested clarification on Tower staffing requirements. A discussion ensued.

Mr. Milledge requested an agenda item regarding the Authority's participation in the scholarship program at the next meeting.

Mr. Helwig suggested that his request for changes to the bylaws be postponed until new legal service is in place. Mr. Milledge also noted that some of the requested changes Mr. Helwig proposed would require changes to the BRAA Enabling Act.

Mr. Pollack mentioned the Air Traffic Control Tower and advised that he had scheduled a visit the Tower that week.

Mr. Folden inquired how often the runway is inspected. Mr. Kohut responded.

PUBLIC INPUT

Mr. Jim Costa spoke again regarding the Tower. He stated that he has requested from the FAA a copy of the contact and is waiting for it to arrive.

OTHER BUSINESS

MISCELLANEOUS

The next regularly scheduled meeting is Wednesday, October 19, 2016 at 6:00 p.m. in the Boca Raton Council Chambers at City Hall.

ADJOURNMENT

Meeting adjourned at 7:17 p.m.



Gene Folden, Chair

10-19-16

Date